



MUNICIPAL COURT CLERK

Opening Date: November 23, 2010

Closing Date: Open Until Filled

Applications are currently being accepted for a full-time Court Clerk (40 hours per week) in the Municipal Court office.

ESSENTIAL JOB FUNCTIONS:

- Answer telephone calls; accept and record payments of fines; institute collection proceedings for delinquent fines
- Data entry of court records which includes, but not limited to, initial traffic citation or ordinance violation citation, scheduling court hearing dates, and recording final action
- Perform general clerical duties utilizing a variety of office equipment such as a copier, facsimile, personal computer, typewriter, calculator, and printers; generate and print computer reports
- Assist in courtroom preparation
- Search computer records and print driving records
- Perform related work as required

NECESSARY SPECIAL QUALIFICATIONS:

Oral and written fluency in the English language is required. Fluency in the Spanish language is preferred. Must also pass a background investigation and, once hired, be able to obtain certification through Law Enforcement Data System (LEDS) within 90 days of employment.

REQUIRED KNOWLEDGE AND SKILLS:

General knowledge of office work; filing systems; recordkeeping; computer work; typing skills; telephone and answering skills; public relations and communication skills; basic math, spelling, and grammar skills; capable of handling multiple tasks; and public records law.

EXPERIENCE AND TRAINING:

Requires two years of clerical experience and possess a high school diploma or equivalent. Para-legal training and prior experience with data entry into various law enforcement reporting systems helpful. Any satisfactory equivalent combination of experience and training which insures the ability to perform the work may be substituted for the above.

SALARY RANGE: \$2,657 - \$3,230 per month plus excellent fringe benefit package.



APPLY AT: Woodburn City Hall - HR
270 Montgomery St.
Woodburn, OR 97071
(503)982-5210

Under provision of the Immigration Reform and Control Act of 1986, the City of Woodburn requires any person hired or rehired to provide appropriate documentation of eligibility for employment.

If you wish to identify yourself as a qualified individual with a disability under the Americans with Disabilities Act of 1990 and will be requesting accommodation, that request must be made to the Personnel Officer **no later than the closing date of this job announcement** and the applicant must provide information on how reasonable accommodation may be met.

If you are a **qualified veteran or a qualified disabled veteran**, please complete and return the City of Woodburn's Veterans Preference Form with appropriate documentation to our Human Resource Department before the close date of the recruitment. The Veterans Preference Form can be found on the City's website at www.woodburn-or.gov or by contacting the Human Resource Department at (503) 980-2401.

No smoking is allowed in City buildings. The City of Woodburn promotes a Drug-Free Workplace.

AN EQUAL OPPORTUNITY EMPLOYER